

D R A F T (17 December 1953)

INSTRUCTION
NO. LI 5-200-1

LI 5-200-1
GENERAL
(Date)

SUBJECT: Procurement and Issuance of Technical Reference Material

RESCISSION: LN 5-53, dated 19 February 1953

1. GENERAL

This Instruction prescribes the procedure for the procurement, issuance and maintenance of technical logistics reference publications and the manner in which such publications may be obtained through the Logistics Technical Library, (hereinafter referred to as the Library).

2. POLICY

In order to eliminate duplication of effort and to conserve equipment and space, all technical logistics reference publications, including newspapers, periodicals and miscellaneous publications, will be obtained from, or through, the Library, Room 1811, [REDACTED] ex- 25X1A6d tension 2556.

3. RESPONSIBILITY

a. The Library will be responsible for:

(1) Providing complete technical logistics reference service by procuring, maintaining, and issuing technical logistics reference publications.

(2) Approving or disapproving requests for technical logistics reference publications.

(3) Effecting the consolidation of existing and future technical reference publications.

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b. Each Staff and Division Chief will be responsible for acting in an advisory capacity to the Library on matters regarding the selection and method of issue of technical logistics reference publications.

c. The Personnel Office, Administrative Staff, will be responsible for notifying the Library prior to the transfer or separation of any Logistics Office employee.

d. Personnel who have acquired reference publications from the Library will be responsible for:

(1) Returning or accounting for publications prior to their separation or transfer from the Logistics Office.

(2) Obtaining clearance from the Library prior to taking or sending any publications into the field.

4. PROCEDURE

a. Requests for temporary loans of reference publications available in the Library will be made in person directly to the Librarian. Reference publications obtained on a temporary basis may be used in the Library or in the borrower's office.

b. Publications to be used outside the Library will be issued on a receipt basis for either a temporary or indefinite loan. Publications issued on an indefinite loan basis will be returned to the Library when they are of no further use to the borrower. Publications issued on a temporary basis will ordinarily be returned to the Library within one week.

c. Requests for a reference publication not available in the Library, or for a publication desired on an indefinite loan basis, will

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be submitted to the Library on Form No. 36-28/, signed by the Chief of the requesting Staff or Division. Copies of Form No. 36-28/ may be obtained from the Library.